

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **55A-14**

Date: 14 Jul 14

POSITION VACANCY ANNOUNCEMENT

Amendment

★This amends Summary of duties

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。**書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #:072		Position title: Training Instructor, #268, BWT-1, Grade-5	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, MCCS Division, NAF Human Resources Branch			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 23 Jul 14	
Summary of duties: Incumbent designs, develops, and delivers in-person, on-line and blended learning bi-lingual (English/Japanese) training curriculum to American and Japanese employees. Independently plans and instructs stand-alone courses such as Naval Correspondence, Cultural Awareness as a part of New Employee Orientation in both Japanese and English. In support of higher grade Trainers, develops and facilitates a segment of training programs and workshops that provide administrative and soft skill learning to include IHA/MLC Customer Service Training, Effective Meetings, Presentation Skills, 4 Lenses, etc. Applies adult learning theory to in-person and on-line course development (LMS/SharePoint) and how to integrate blended learning to optimize participant learning experience. Identifies learning needs and develops survey/test questions and scenarios to meet learning objectives. Utilizes Captivate and/or Articulate software to develop on-line and blended learning. Assess learning needs and applies critical thinking to identify learning gaps and determines appropriate learning objectives. Identifies and supports participant transfer of knowledge to the work environment. Monitors feedback to revise content as necessary to ensure content meets participant core needs. Monitors and supports administrative tasks related to daily Employee Development course delivery including course marketing and announcements, scheduling, participant confirmations, training materials, supplies, and equipment. Primary alternate to Annual Mandatory Training administration. Supports communication and administration of Tuition Assistance for employee undergraduate and graduate degree programs, certificates, licensing. Performs other related or incidental duties as assigned.			
Qualification Requirements 資格条件 1. Bachelor of Arts degree in related field or 1-2 years related experience in the fields of teaching, instructing or training which clearly shows possession of the necessary skills, knowledge and ability to effectively perform the duties of the position. 2. Familiarity with adult learning theory 3. Interpersonal and writing skills in Japanese and English that enable the ability to work effectively with managers and employees 4. Critical thinker, self-motivated, and organized 5. Intermediate to advanced knowledge of MS Word, Power Point, Excel			
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2週間程度は非通知拒否設定を解除していただくようご協力をお願いします。